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**IN THE CLAIMS:**

1.-14. (Canceled)

15. (New) A method of conducting a desktop conference comprising:  
allowing an authenticated first participant to gain access to a desktop conference system using a communication channel;  
displaying onto a display device used by the first participant, a list of at least one conference document designated by a second participant to relate to the first participant;  
displaying, when the first participant selects a document of the at least one conference document, a desktop conference booking list prepared for booking a desktop conference with the second participant, and allowing the first participant to select a date and time of the desktop conference from among the desktop conference booking list;  
automatically distributing electronic mail to the first and second participants when booking of the desktop conference is established by the first participant, to notify of the desktop conference; and  
displaying the at least one conference document, and when at least one of the first or second participants selects the at least one conference document at a booked time and date of the desktop conference, setting up a desktop conference room in a desktop conference server, and displaying a screen to conduct the desktop conference in respective display devices used by the first and second participants.

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16. (New) A method according to claim 15, comprising providing a chat area in the screen for the desktop conference, and distributing text document data inputted thereto to other ones of the screen of the desktop conference through an electronic mail.

17. (New) A method according to claim 15, comprising using an arbitrary position on the screen for display of the at least one conference document.

18. (New) A method according to claim 15, comprising inputting any speech of the first and second participants through a microphone, converting the speech through a speech-character conversion function, and displaying resultant character text in a chat area of the screen for the desktop conference.

19. (New) A method according to claim 15, comprising preserving contents of any speech of the first and second participants as conference speech data of the first and second participants.

20. (New) A method according to claim 15, comprising recording contents displayed on the screen during the desktop conference.

21. (New) A method according to claim 15, comprising charging a fee for the desktop conference in accordance with a time duration of the desktop conference.

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22. (New) A system for conducting a desktop conference, wherein the apparatus:

allowing an authenticated first participant to gain access to a desktop conference system using a communication channel;

displaying onto a display device used by the first participant, a list of at least one conference document designated by a second participant to relate to the first participant;

displaying, when the first participant selects a document of the at least one conference document, a desktop conference booking list prepared for booking a desktop conference with the second participant, and allowing the first participant to select a date and time of the desktop conference from among the desktop conference booking list;

automatically distributing electronic mail to the first and second participants when booking of the desktop conference is established by the first participant, to notify of the desktop conference; and

displaying the at least one conference document, and when at least one of the first or second participants selects the at least one conference document at a booked time and date of the desktop conference, setting up a desktop conference room in a desktop conference server, and displaying a screen to conduct the desktop conference in respective display devices used by the first and second participants.

23. (New) A system according to claim 22, wherein the system providing a chat area in the screen for the desktop conference, and distributing text document

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data inputted thereto to other ones of the screen of the desktop conference through an electronic mail.

24. (New) A system according to claim 22, wherein the system comprising using an arbitrary position on the screen for display of the at least one conference document.

25. (New) A system according to claim 22, wherein the system comprising inputting any speech of the first and second participants through a microphone, converting the speech through a speech-character conversion function, and displaying resultant character text in a chat area of the screen for the desktop conference.

26. (New) A system according to claim 22, wherein the system comprising preserving contents of any speech of the first and second participants as conference speech data of the first and second participants.

27. (New) A system according to claim 22, wherein the system comprising recording contents displayed on the screen during the desktop conference.

28. (New) A system according to claim 22, wherein the system comprising charging a fee for the desktop conference in accordance with a time duration of the desktop conference.